MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

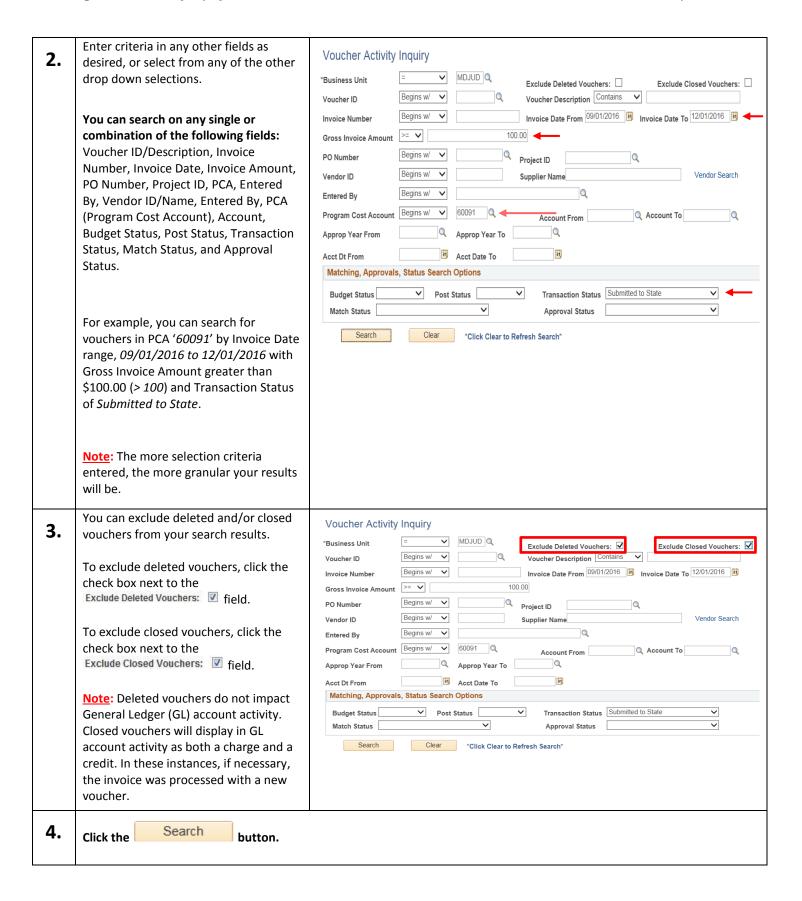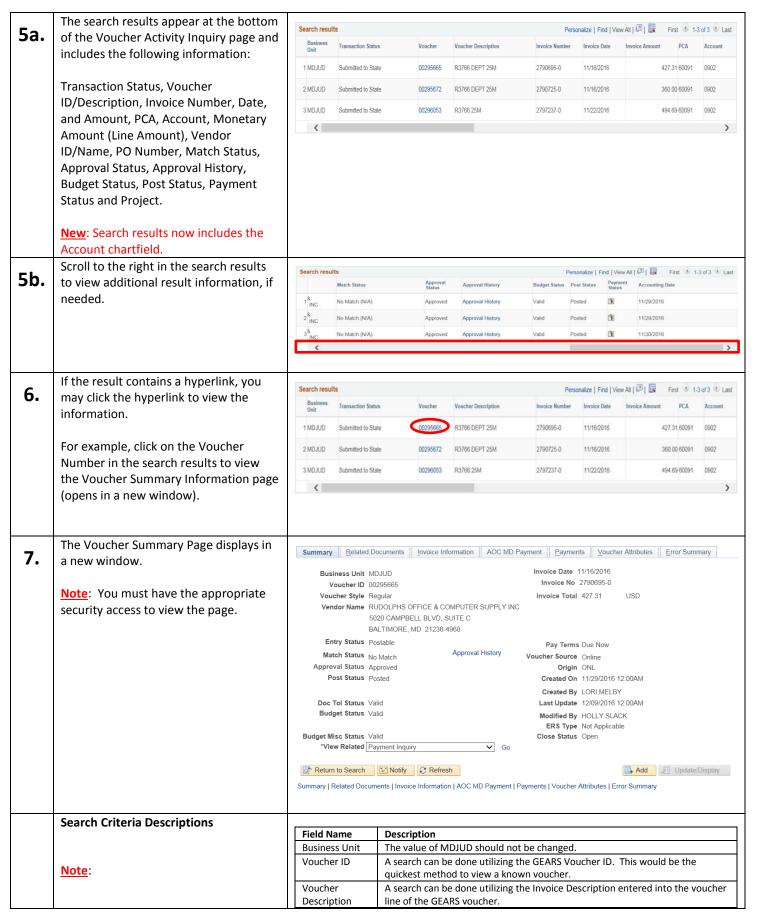| Task	Process Information
Running a Voucher Activity Inquiry	The Voucher Activity Inquiry Page will allow users to inquire on voucher information using a variety of criteria. Criteria might include Voucher ID, PO Number, Project ID, PCA, Entered By, Budget Status, Approval Status, Match Status, etc. Please note that voucher drilldown capability is secured via the user's PCA access in the system.

GEARS Navigation

Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher Activity Inquiry	Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Review Accounts Payable Info ▾ > Vouchers ▾ > Voucher Activity Inquiry

1.0   Process

This document is intended to provide a quick reference to running an inquiry within GEARS.

STEP	ACTION	DETAILS
1.	Enter and/or select search criteria on the **Voucher Activity Inquiry** page to search for and review the status of voucher(s) and any payment information. You can enter as much search criteria as you like. **Note:** At a minimum, you must enter a Voucher ID, **OR** PO Number, **OR** Project ID, **OR** PCA (Program Cost Account). At least one of these four fields is required in order to execute the search. In this example, PCA (Program Cost Account), "60081", is entered.	

| 2. | Enter criteria in any other fields as desired, or select from any of the other drop down selections.

You can search on any single or combination of the following fields: Voucher ID/Description, Invoice Number, Invoice Date, Invoice Amount, PO Number, Project ID, PCA, Entered By, Vendor ID/Name, Entered By, PCA (Program Cost Account), Account, Budget Status, Post Status, Transaction Status, Match Status, and Approval Status.

For example, you can search for vouchers in PCA '*60091*' by Invoice Date range, *09/01/2016 to 12/01/2016* with Gross Invoice Amount greater than $100.00 (*> 100*) and Transaction Status of *Submitted to State*.

<u>**Note:**</u> The more selection criteria entered, the more granular your results will be. | |

| 3. | You can exclude deleted and/or closed vouchers from your search results.

To exclude deleted vouchers, click the check box next to the
Exclude Deleted Vouchers: ☑ field.

To exclude closed vouchers, click the check box next to the
Exclude Closed Vouchers: ☑ field.

<u>**Note:**</u> Deleted vouchers do not impact General Ledger (GL) account activity. Closed vouchers will display in GL account activity as both a charge and a credit. In these instances, if necessary, the invoice was processed with a new voucher. | |

| 4. | **Click the** Search **button.** | |

5a.	The search results appear at the bottom of the Voucher Activity Inquiry page and includes the following information: Transaction Status, Voucher ID/Description, Invoice Number, Date, and Amount, PCA, Account, Monetary Amount (Line Amount), Vendor ID/Name, PO Number, Match Status, Approval Status, Approval History, Budget Status, Post Status, Payment Status and Project. **New**: Search results now includes the Account chartfield.	
5b.	Scroll to the right in the search results to view additional result information, if needed.	
6.	If the result contains a hyperlink, you may click the hyperlink to view the information. For example, click on the Voucher Number in the search results to view the Voucher Summary Information page (opens in a new window).	
7.	The Voucher Summary Page displays in a new window. **Note**: You must have the appropriate security access to view the page.	
	Search Criteria Descriptions **Note**:	<table><tr><td>**Field Name**</td><td>**Description**</td></tr><tr><td>Business Unit</td><td>The value of MDJUD should not be changed.</td></tr><tr><td>Voucher ID</td><td>A search can be done utilizing the GEARS Voucher ID. This would be the quickest method to view a known voucher.</td></tr><tr><td>Voucher Description</td><td>A search can be done utilizing the Invoice Description entered into the voucher line of the GEARS voucher.</td></tr></table>

*A combination of the search criteria may help limit results to your specific needs. *Many of the search options utilize operators such as equal to (=), greater than (>), less than (<), begins with, contains, etc., to assist in defining your criteria.	Invoice Number	A search can be done utilizing the Invoice Number entered in the voucher within GEARS.
	Invoice Date	A search can be done utilizing the Invoice Date entered in the voucher within GEARS. A range of dates can also be utilized.
	Gross Invoice Amount	A search can be done utilizing the Gross Invoice Amount entered into the header of the GEARS voucher.
	Purchase Order Number	A search can be done utilizing a Purchase Order Number associated with the GEARS voucher.
	Vendor ID Number	A search can be done utilizing the GEARS Vendor ID, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA.
	Vendor Name	A search can be done utilizing the GEARS Vendor Name, and may assist in finding all vouchers in the system payable to a particular vendor under your PCA. Please note that there is also a Vendor Search link that can be used to look up the correct vendor.
	Entered By	A search can be done utilizing the GEARS user that entered the voucher in GEARS. This would be helpful to limit results if there are multiple people that enter vouchers for your department/court.
	PCA (Program Cost Account)	A search can be done utilizing the PCA (Program Cost Account) that is associated to your department/court, i.e. 60091, A0200. This would be very helpful to limit the results to just your respective area.
	Account	A search can be done utilizing the Account Code entered into the voucher line of the GEARS voucher. A range of accounts can also be utilized.
	Budget Status	A search can be done utilizing the different Budget Statuses, such as valid, error, not checked. This would be helpful to identify vouchers that perhaps a budget check was erroneously forgotten.
	Post Status	A search can be done utilizing the different Post Statuses, such as posted and unposted. In general, vouchers become posted once the Department of Budget and Finance (DBF) has processed the voucher. Until this time, the post status would be unposted.
	Transaction Status	A search can be done utilizing the different Transaction Statuses, such as Not Submitted/In the Field, DBF in Process, DBF Processing Hold, Submitted to State, Paid by State, Closed, or Deleted. This would be helpful to identify vouchers that have not met all of the criteria for moving to DBF for processing. Descriptions: • Cancelled Payment – The voucher was processed by DBF, but subsequently the payment was cancelled. • Closed – The voucher was posted by DBF, and then subsequently closed. • DBF in Process – The voucher has reached DBF for processing, and a Control Group number has been assigned. • DBF Processing Hold –The voucher has been put in a "Hold" Control Group by DBF. • Deleted – The voucher has been deleted from the system. NOTE: Once deleted, you can't see the voucher under Voucher/Regular Entry. • Not Submitted / In the field – The voucher does not meet the criteria for being moved to DBF for processing. NOTE: To be processed by DBF, the voucher must have a valid budget check, valid match status, and be approved. • Paid by State – The voucher has been paid by the State. • Submitted to State – The voucher has been submitted to the State, but not yet paid.
	Match Status	A search can be done utilizing the different Match Statuses, such as Match Exceptions Exist, which may indicate that the voucher needs additional attention.
	Approval Status	A search can be done utilizing the different Approval Statuses, such as Approved, Pending and Denied. This would be helpful to identify those vouchers that are awaiting approval or not yet submitted for approval.

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.